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File

MEMORANDUM

TO : Chairman, Project Review Committee

FROM : Director of Training

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PROJECT

Qualitative analysis and evaluation of the objective and psychometric testing programs in the Agency Headquarters.

PURPOSE AND SCOPE OF PROJECT

A. To survey the various testing programs now utilized by the Agency at its headquarters in recruitment, placement, promotion and assessment of employees. PURPOSE: to critically examine and evaluate the inter-relationships, differences, inadequacies, validity and suitability of such programs.

B. To obtain expert advice on the need for (1) additional objective tests, (2) the replacement of tests now in use with other established objective tests of greater validity, (3) development of new objective tests that would more precisely identify significant criteria and the scope and extent of that research necessary to develop and validate such new tests, and, (4) the probable effects that might flow from centralizing the control and administration of all testing programs in the Agency.

NECESSITY FOR PROJECT

There currently exist five independent and uncoordinated programs for testing of applicants and employees. These programs utilize a variety of objective tests the applicability and validity of which are not clearly established. Improvement in criteria and validity of various testing programs will result in immediate improvement in economy and efficiency in Inspection and Security Office, Office of Personnel and Office of Training by reducing incidence of rejection subsequent to security investigation, employment and basic training.

SECURITY

Officers and employees of the proposed contractor [REDACTED] 25X1A5a1 [REDACTED] who would participate directly in or have a cognizable knowledge of the project have been cleared by Inspection and Security Office to serve as consultants to Office of Training. The project would not require removal from the Agency of classified documents or recorded data.

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PROPOSED CONTRACT

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In order to activate this project there is required a contract with the [REDACTED], involving a lump sum payment of Six Thousand Dollars (\$6,000.). This sum would cover the services of one research associate an average of twenty (20) hours per week during the period 15 May to 30 September, 1951 and, as necessary, the use of the facilities and consulting and technical services of other personnel of the contractor. All salaries, fees, direct expense and overhead expense would be borne by the contractor. The contractor would be required to submit in writing an original and six copies of report of survey, including findings and recommendations not later than 30 October 1951.

FUND AUTHORIZATION

It is recommended that cost of this project be met from un-vouchered funds because it will (a) increase the security of the project and (b) facilitate administration.

GENERAL

Office of Training requested and received for fiscal 1952 budget allotment of Twenty Thousand Dollars (\$20,000.) for purpose of contracting for services such as those covered by this project. It is contemplated that the balance of the amount so allotted would be utilized for research, development and expert services if the report of the proposed survey resulting indicates that significant improvement in psychometric testing programs of the Agency may be realized by such expenditure.

MATTHEW BAIRD

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